



SAN DIEGO SUPERIOR COURT
SUPPLEMENTAL APPLICATION FORM

COURT SYSTEM ANALYST I / II

EXAMINATION NO. 06-009 & 06-010

LAST NAME: _____ FIRST NAME: _____

SOCIAL SECURITY NUMBER: _____ -- _____ -- _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

NOTE: Before completing this application, read the job summary and the requirements stated on the job announcement. If you do not meet these requirements, **DO NOT APPLY.**

This information will be used to determine your eligibility to compete, and will be evaluated in the examination process. Complete this supplemental application form carefully and entirely. Wherever specific information has been requested, it **MUST** be stated. Your responses to Section C must be printed in ink or typed on 8-1/2" x 11" sheets of paper and attached to this form. Questions not applicable to your particular qualifications should be marked "N/A" to indicate they have not been overlooked. **In each of your responses please indicate for which employer you performed these duties, your job title, and the length of time you performed these duties.** On each sheet of paper write your name, position title and examination number listed above.

Do **NOT** make statements such as "Refer to résumé or application." You may attach a résumé, but you still must complete all sections of this Supplemental Application Form in order to receive consideration.

Incomplete or illegible forms may be the basis for disqualification, so please provide complete and legible information.

Court System Analyst I / II

Examination No. 06-009 & 06-010

Last Name	First	MI
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Section A.

Which examination(s) are you applying for:

- ☐ System Analyst I (Exam No. 06-009)
- ☐ System Analyst II (Exam No. 06-010)
- ☐ Both

Section B.

Do you have a degree in information technology, computer science or a closely related field?

- ☐ Associate's Major _____
- ☐ Bachelor's Major _____
- ☐ Master's Major _____

Continued on next page.

Court System Analyst I / II

Examination No. 06-009 & 06-010

Last Name

First

MI

Section C.

Your responses to the following questions must include which employer you performed these duties for, your job title, and the length of time you performed these duties. Your responses this section must be printed in ink or typed on 8-1/2" x 11" sheets of paper and attached to this form.

1. Describe your experience in programming software applications, designing and administering databases and developing ad hoc reports. Please include the programming languages, database software and report writing tools you are proficient in.
2. Describe your experience in designing and developing interfaces between multiple applications. Include the number of interfaces you developed, the interface methods used and the applications they interfaced.
3. Discuss how you have identified user requirements to design or modify software applications. Discuss the specific techniques you used to test these applications.
4. Describe your experience in planning, coordinating and implementing upgrades to applications. Discuss the change control process and the version control methods and procedures you used.
5. Describe your experience in identifying, analyzing, troubleshooting and resolving system problems and failures.
6. Describe your experience in preparing software documentation. Include the purpose of the documentation, the type of documentation (technical design document, user manual, etc.), and the audience you prepared the documentation for.
7. Describe any experience you have coordinating the development, implementation and support of software applications with other IT staff, end users, stakeholders from other organizations and/or vendors providing IT services.